

Holiday Party Checklist

Party Details:

Date: _____

Location: _____

Theme: _____

Total Budget: \$ _____

Guests Invited: _____ RSVP'd: _____

Menu **Budget: \$** _____

Beverages **Budget: \$** _____

Decorations: **Budget: \$** _____

Party Checklist:

- Determine Date and Time
- Determine Budget
- Decide on a Theme
- Create Guest List
- Send Invitations (Mail or Online)
- Confirm RSVPs
- Plan Activities, if applicable
- Plan Menu
- Identify Party Items Needed:
 - Party Favors
 - Party Prizes
 - Centerpieces
 - Floral Arrangements
 - Candles
 - Holiday Decorations
 - Table Linens
 - Napkins
 - Serving Platters
 - Dishes, Glassware and Silverware
- Create Shopping List
- Clip Coupons and Look for Sales
- Go Shopping
- Identify Parking Needs
- Create Christmas Music Playlist
- Clean House
- Decorate House
- Set-Up Buffet Table
- Prepare Food and Drinks

Have Yourself a *Fabulous and Frugal* Holiday Party!